



OKLAHOMA  
**EDGE**

Oklahoma State Department of Education  
Individual Career Academic Plans (ICAP) Webinar Series

# **Internships – Connecting Business & Education**

# **Oklahoma Edge**

## **Individual Career Academic Plan**



**Chelsea Hunt, Career Pathways Strategy Lead**  
**– New Skills for Youth Program**  
**Academic Affairs and Planning**

# **Agenda – ICAP Webinar**

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**March 13, 2018,**

**Internships – Connecting Business & Education**

**1:00 p.m. – 2:30 p.m.**

1. Welcome – Chelsea Hunt
2. Overview of ICAP
3. Panelist: Merry Stone
4. Panelist: David Day
5. Support/Resources

# What is ICAP?

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An **Individual Career Academic Plan** is a multi-year process that intentionally guides students as they **explore career, academic, and postsecondary opportunities.**

**Beginning with the family and student** involvement in the ICAP process and support from educators, students develop the awareness, knowledge, and skills to **create their own meaningful pathways to be career and college ready.**

# ICAP Purpose

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**Individual Career Academic Plan process helps students consider a future career and helps them design the way to get there.**

Students have an opportunity to determine their **interests and passions** and ways to explore and experience career opportunities.

With increased knowledge, students, with family and educator support, can **create their individual career pathway to success.**

# ICAP Pilot Study Districts

- Ada
- Atoka
- Bennington
- Bristow
- Broken Arrow
- Carnegie
- Choctaw-Nicoma Park
- Duncan
- Enid
- Glenpool
- Grove
- Jenks
- Lawton
- Mid-Del
- Millwood
- Mustang
- Norman
- Oklahoma City
- Owasso
- Peggs
- Ponca City
- Pryor
- Putnam City
- Sallisaw
- Shawnee
- Stillwater
- Stillwell
- Yukon

# **Oklahoma Edge**

## **Individual Career Academic Plan**



**Merry Stone**  
**Assistant Superintendent**  
**Duncan Public Schools**

# Internships

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- How does the Duncan School District partner with local businesses to provide student internships?
- What processes were used to create these partnerships?



# The Duncan Story

A **Career Pathways** initiative in Duncan Public Schools led to community buy in and **partnerships** with:

- Southwest Oklahoma Impact Coalition
- Duncan Area Economic Development Foundation
- Local Business and Industry

**Partnership Events** included:

- Teacher tours of business and industry
- Community Career Pathways Kickoff Event

# Processes used to develop Program

DPS decided to invest in a *Pathways to Future Careers* Coordinator to lead the implementation of an Internship program. The PFC Coordinator/DAEDF invited local business and industry leaders to a series of meetings to develop the internship programs in:

Manufacturing  
Healthcare  
Retail  
Education  
Finance  
Veterinary Medicine

## Internships

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**Does the Duncan School District use the OCAS Internship Codes for Junior (2790) and/or Senior (2791) students?**

# OCAS Coding

Duncan uses the SDE OCAS codes developed for internship programs:

(2790) Junior Internships- 2 credits

(2791) Senior Internships- 2 credits

## Internships

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**How is the Duncan School District providing insurance for students while participating in an internship?**

# Insurance

- Interns are insured through the Junior Achievement Program
- Funds for the Junior Achievement Curriculum were donated by area business partnerships
- Paid Interns are hired through Express Personnel and covered by EP liability insurance

## Internships

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**What evaluation tools does  
your district use for  
internships?**

# Program Evaluation Tools

## **Student Evaluation tools**

Pre Internship training class assignments

Cover letters

Resumes

Employability skills training

Online assignments

Post internship exam

PFC coordinator onsite observations

## **Employer Evaluation tools**

Survey on satisfaction of program

Survey on professional behaviors of the intern

Survey on benefits of the program



# Internships

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- What are opportunities for businesses to evaluate students?
- What are opportunities for students to evaluate their internship experience?

# Student and Business Evaluations

- Students write a final paper evaluating the internship program and do an exit interview with PFC coordinator
- Employers do a final survey of the program and have an exit interview with the PFC coordinator

# Duncan High School Pathways to Future Careers Internship Program

<https://vimeo.com/259857607>

# Oklahoma Edge

## Individual Career Academic Plan



**David Day**

**College & Career Coordinator, Basketball Coach  
Pryor Public Schools**

# Internships

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- How does the Pryor School District partner with local businesses to provide student internships?
- What processes were used to create these partnerships?

## How does the Pryor School District partner with local business to provide internships?

As the College & Career Coordinator, I serve as the director of the internship program. I act as a liaison with the Mid America Industrial Park and the Pryor Chamber of Commerce. We mainly utilize these two organizations to promote and develop our internship program. In the beginning, we had to present our Senior Career Internship Program to both organizations and utilize their connections with the local businesses to get our students in the door. With the positive impact that this program has had on our kids and our community, the local businesses are more aware of the program and we are asking our students to solicit their internship opportunities on their own.

## What processes were used to create these partnerships?

We promoted our Senior Career Internship Program to various Chamber Events and to the MAIP Workforce development monthly meetings. We created fliers for distribution at the meetings and had a handbook ready to distribute upon request. However the biggest factor in the success of this program is the working relationship we have with each of these organizations. There has been a lot begging and pleading that goes into getting the local businesses to allow students into their place of work.

# Our First Flier



## PRYOR HIGH SCHOOL SENIOR CAREER INTERNSHIP PROGRAM

OUR HIGH SCHOOL STUDENTS NEED REAL WORK EXPERIENCE...

ARE YOU A BUSINESS IN NEED OF RELIABLE INTERNS?

**MidAmerica**  
INDUSTRIAL PARK

**Junior Achievement**

**PRYOR AREA**  
CHAMBER OF COMMERCE

**AMERICAN**  
CASTINGS  
THE RIGHT WAY

**GRDA**  
Grand River Dam Authority

**HEM'SAW**  
The one that cuts straight

**OKLAHOMA**  
WORKS

**CHEROKEE NATION**

**PRYOR WORKFORCE CENTER**

## PRYOR HIGH SCHOOL SENIOR CAREER INTERNSHIP PROGRAM

### RESPONSIBILITIES AS AN EMPLOYER

These students are seniors who are planning or considering a career in an area aligned to your business. Please consider that they are students, not experienced workers with a knowledge-base in your field. They need to be taught.

Students will come to your site during the session that best fits their schedule. Please inform us if there are sessions that you are unable to accommodate an intern. Students will come to your site during the time listed for an 8 week or 16 week period during the semester, depending what works best for both our interns and employers, and this is also based on the intern's interest level in a specific field.

We expect your staff to simply mentor them and provide them with direction to learn your field. Additionally you will be expected to keep daily attendance and do a simple 10 question Performance Review.

If at any time you have ANY problem with our students, first speak to them as if they were your employee. Be clear in expectations and correct them. If you need a school employee to visit with you and the student, let me know – we will schedule that. If you feel you cannot maintain the placement, let us know. It will be made clear to our students that if the school has to pull them from a site, they will go into In-House placement at the high school and receive a zero for any incomplete work.

### OUR PROGRAM

Our students will spend an entire week for 2 hours per day prior to coming to a work site. Junior Achievement will provide the curriculum that will cover soft skills and confidentiality. Our students and their parents will sign a statement that they understand confidentiality and the impact of sharing any information they gain from being at your site. Student insurance will be provided by Junior Achievement.

At the end of the internship, students will spend one more week with our staff completing a resume, journal entries from their experience and a reflective assignment.

**FOR MORE INFORMATION or  
TO BE A PART OF THIS PROGRAM CONTACT:**

**DAVID DAY**  
College and Career Coordinator  
[dayd@pryorschools.org](mailto:dayd@pryorschools.org)  
918-825-3973 (school)  
405-328-1194 (cell)

### OUR STUDENTS ARE LOOKING FOR THE FOLLOWING OPPORTUNITIES

Accounting  
Aeronautics / Pilot  
Agriculture  
Art / Graphic Arts  
Auto Mechanics  
Business / Management  
Construction  
Cosmetology  
Culinary / Nutrition  
Dentist / Orthodontist  
Education  
Electrician  
Engineering  
Environmental / Quality Control  
Fine Arts  
Hospitality / Tourism  
Human Resources  
HVAC  
Information Technology  
Journalism  
Law Enforcement  
Fire Department  
Law Office / Attorney  
Machine Shop  
Manufacturing  
Marketing / Sales  
Medical – Nursing / Doctor  
Mortician  
Occupational Therapy  
Optometrist  
Pharmacy  
Physical Therapy  
Plumbing  
Psychology / Counseling  
Public Relations  
Radiology / Ultra-Sound Tech  
Veterinarian  
Welding

### INTERNSHIP SCHEDULE

**SESSION 1:**

8:10am – 10:10am

**SESSION 2:**

10:30am – 12:30pm

**SESSION 3:**

12:45pm – 2:45pm



# Our Second Flier – Modified after Business Input



## PRYOR HIGH SCHOOL SENIOR CAREER INTERNSHIP PROGRAM

OUR HIGH SCHOOL STUDENTS NEED REAL WORK EXPERIENCE...  
ARE YOU A BUSINESS IN NEED OF RELIABLE INTERNS?



### PROGRAM EMPLOYER OVERVIEW

#### INTERNS WILL BE AVAILABLE

- 2 hours/day, 5 days a week.
- 3 hours/day, 5 days a week (pending board approval.)

#### AVAILABLE TIME SLOTS

- 8:00am – 10:00am
- 10:30am – 12:30pm
- 12:45pm – 2:45pm  
(this time slot can be flexible to meet student and employers needs and employers can pay students after 3:30)

#### RESPONSIBILITIES AS AN EMPLOYER

- Keep attendance (we provide the form)
- Complete a 10 question student evaluation
- We expect your staff to simply mentor them and provide them with direction to learn your field.
- Student Insurance is provided by Junior Achievement

#### HOW STUDENTS ARE GRADED

- 200 pts - Attendance (40%)
  - 150 pts - Journal Entries (6 entries)
  - 50 pts - Student Performance Review (done by employer)
  - 100 pts - Final Project (10 part project)
- 
- 500 pts

(more information is available in the Senior Career Internship Handbook)

#### FOR MORE INFORMATION CONTACT:

David Day  
Pryor High School  
[david@pryorschools.org](mailto:david@pryorschools.org)  
918-825-2340

## PRYOR HIGH SCHOOL CAREER PATHWAYS

### Agriculture, Food & Natural Resources

- ☐ Food Products and Processing Systems
- ☐ Plant Systems
- ☐ Animal Systems
- ☐ Power, Structural & Technical Systems
- ☐ Natural Resources Systems
- ☐ Environmental Service Systems
- ☐ Agribusiness Systems

### Architecture & Construction

- ☐ Design/Pre-Construction
- ☐ Construction
- ☐ Maintenance/Operations

### Arts, A/V Technology & Communications

- ☐ Audio and Video Technology and Film
- ☐ Printing Technology
- ☐ Visual Arts
- ☐ Performing Arts
- ☐ Journalism and Broadcasting
- ☐ Telecommunications

### Business Management & Administration

- ☐ Administrative Services
- ☐ Business Information Management
- ☐ General Management
- ☐ Human Resource Management
- ☐ Operations Management

### Education & Training

- ☐ Administration and Administrative Support
- ☐ Professional Support Services
- ☐ Teaching / Training

### Finance

- ☐ Accounting
- ☐ Banking Services
- ☐ Business Finance
- ☐ Insurance
- ☐ Securities and Investments

### Government & Public Administration

- ☐ Governance
- ☐ National Security
- ☐ Foreign Service
- ☐ Planning
- ☐ Revenue and Taxation
- ☐ Regulation
- ☐ Public Management and Administration

### Health Science

- ☐ Therapeutic Services
- ☐ Diagnostics Services
- ☐ Health Informatics
- ☐ Support Services
- ☐ Biotechnology Research and Development

### Hospitality & Tourism

- ☐ Restaurants and Food/Beverage Services Lodging
- ☐ Travel & Tourism
- ☐ Recreation, Amusements & Attractions

### Human Services

- ☐ Early Childhood Development & Services
- ☐ Counseling & Mental Health Services
- ☐ Family & Community Services
- ☐ Personal Care Services

### Information Technology

- ☐ Network Systems
- ☐ Information Support and Services
- ☐ Web and Digital Communications
- ☐ Programming and Software Development

### Law, Public Safety & Security

- ☐ Correction Services
- ☐ Emergency and Fire Management Services
- ☐ Security & Protective Services
- ☐ Law Enforcement Services
- ☐ Legal Services

### Manufacturing

- ☐ Production
- ☐ Manufacturing Production Process Development
- ☐ Maintenance, Installation and Repair
- ☐ Quality Assurance
- ☐ Logistics and Inventory Control
- ☐ Health, Safety and Environmental Assurance

### Marketing

- ☐ Marketing Communications
- ☐ Marketing Management
- ☐ Marketing Research
- ☐ Merchandising
- ☐ Professional Selling

### Transportation, Distribution & Logistics

- ☐ Transportation Operations
- ☐ Logistics Planning and Management Services
- ☐ Warehousing and Distribution Center Operations
- ☐ Facility and Mobile Equipment Maintenance
- ☐ Transportation Systems/Infrastructure Management
- ☐ Health, Safety and Environmental Management
- ☐ Sales and Service

### Science, Technology, Engineering & Mathematics

- ☐ Engineering and Technology
- ☐ Science and Math



## Internships

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**Does the Pryor School District use the OCAS Internship Codes for Junior (2790) and/or Senior (2791) students?**

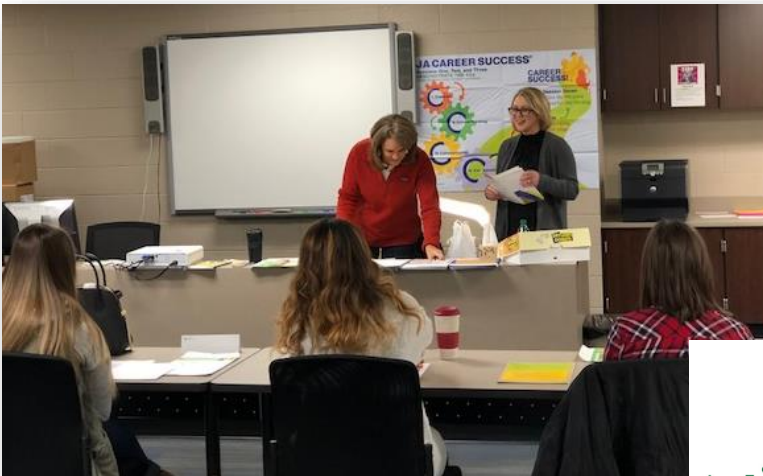
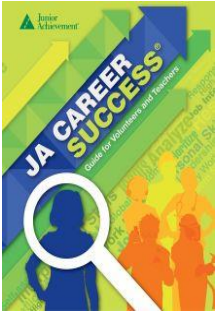
We are currently only allowing Seniors to do internships. Therefore, we do not use the Junior OCAS 2790 code, but we do use the Senior OCAS 2791 code for this class.

## Internships

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**How is the Pryor School District providing insurance for students while participating in an internship?**

We have partnered with Junior Achievement to provide insurance for our internship students. In order to secure the insurance, each student intern must complete a 4 hour Junior Achievement Career Success curriculum. Junior Achievement trains local business people to teach the course to our students. At the beginning of each semester we bring our internship students in for one morning to do this course.



## Internships

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**What evaluation tools does  
your district use for  
internships?**

This class is worth **500 points**. They receive a letter grade for this class.

- **ATTENDANCE (200 points)** – Attendance at job is vital to their success, therefore their attendance will be 40% of their grade. Attendance is kept by the employer. Excused absences from school will not adversely affect a students' attendance grade. To determine the attendance grade we follow this formula:

$$\text{Attendance Grade} = (\# \text{ of days present} / \# \text{ of days available to work}) \times 200$$

- **JOURNAL ENTRIES (150 points)** – Students are required to write 6 journal entries worth 25 points each. These journal entries are uploaded into Naviance and kept in their online portfolio..
- **STUDENT PERFORMANCE REVIEW (50 points)** – Each student intern is evaluated by a representative at the Internship work site.
- **FINAL PROJECT (100 points)** – Each student will be required to complete a Final Project requiring 10 parts. This project will be uploaded into Naviance and kept in their online portfolio.

# Final Project

**REFERENCES (resume):** Add two employers to your resume that you could use as a reference. Include their name, name and address of the business, position, email and a phone number.

**WORK EXPERIENCE (resume):** Add your work experience to your resume. For “Position Title” put Senior Career Internship. Add organization, location, start date, end date, average hours per week, grade participated, and a brief description.

**TASKS (journal):** In detail explain 8 tasks that you did while at these sites. Include at least 2 pictures of you performing two of these 8 tasks. *(Label this file as TASKS YOUR NAME)*

**SKILLS (journal):** At the beginning of the class we discussed soft skills. In detail tell about three soft skills that you used or learned while an Intern. Then think of five other skills you learned, whether work skills, social skills, coping skills, whatever. *(Label this file as SKILLS YOUR NAME)*

**PROS/CONS (journal):** List three positive aspects about each of the sites, and explain why you chose them. Then, list three negative aspects about each of the sites, and explain why you chose them. You should have 6 items per site. *(Label this file as PROSCONS YOUR NAME)*

**HIGH SCHOOL (journal):** List two high school classes that were helpful for you in these internships and explain why. Then list two classes that you wish you had taken in high school, and explain why. You are about to graduate! Lastly, what would you do differently in high school? *(Label this file as HIGH SCHOOL YOUR NAME)*

**FIT (journal):** A good “fit” is important at a work site. In detail explain what made you think you were a good fit or not a good fit at these companies? *(Label this file as FIT YOUR NAME)*

**FUTURE (journal):** Explain how this Internship Program has changed your outlook on your future career and/or academic plans? *(Label this file as FUTURE YOUR NAME)*

**PICTURE (journal):** Have someone take a picture of you at the business sign of the site where you did your internship. Upload the picture(s) in your journal. *(Label this file as PICTURES YOUR NAME)*

**STUDENT SITE ASSESSMENT (journal):** Complete the Student Site Assessment and upload the document to your journal. *(Label this file as SSA YOUR NAME)*

# Internships

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- What are opportunities for businesses to evaluate students?
- What are opportunities for students to evaluate their internship experience?



Our businesses do a performance review on each intern, which is worth a tenth of their grade for this class.



## PRYOR PUBLIC SCHOOLS

### SENIOR CAREER INTERNSHIP PROGRAM

David Day, College & Career Coordinator  
[ddayd@pryorschools.org](mailto:ddayd@pryorschools.org)

P.O. Box 548  
 Pryor, OK 74362

(918) 825-2340 (school)  
 (405) 328-1194 (cell)

### SENIOR CAREER INTERNSHIP Performance Review

Intern's Name \_\_\_\_\_ Date \_\_\_\_\_

Business \_\_\_\_\_ Supervisor \_\_\_\_\_

Based on your observations, rank this Intern in the following areas:

5=Excellent 4=Above Average 3=Average 2=Below Average 1=Poor 0=Negligent

	5	4	3	2	1	0
1. Promptness – on time, ready to work	—	—	—	—	—	—
2. Responsibility – maturity, appropriate dress, trustworthy discretion	—	—	—	—	—	—
3. Communication – listens and speaks clearly and appropriately	—	—	—	—	—	—
4. Interaction – treats others with respect, confidential	—	—	—	—	—	—
5. Initiation – intuitively grasps tasks and begins promptly, genuinely eager to learn	—	—	—	—	—	—
6. Cooperation – works well with others, team player	—	—	—	—	—	—
7. Independence – follows instruction, with minimal assistance	—	—	—	—	—	—
8. Accepts constructive criticism – adjusts as needed	—	—	—	—	—	—
9. Productive – completes tasks, organized, meets job objectives	—	—	—	—	—	—
10. General attitude – pleasant addition to the business	—	—	—	—	—	—

Total number of points (maximum 50) \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Student Intern's Signature \_\_\_\_\_

Our business are also afforded the opportunity to evaluate the Senior Career Internship Program.



## PRYOR PUBLIC SCHOOLS

### SENIOR CAREER INTERNSHIP PROGRAM

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### SENIOR CAREER INTERNSHIP Employer Program Assessment

Business/Site: \_\_\_\_\_ Date: \_\_\_\_\_

Assessment completed by: \_\_\_\_\_

This is new to us! We have tried to provide preparation for the student and support both the business and the student in recent weeks. Thinking of the over-all program, not any specific student, please provide us with information that will help us as we work to improve our program, understanding that we must structure for high school students, around their required school schedule, and serve as an opportunity to learn vocational/career skills. But we want it to be meaningful for you!

Based on your observations, rank the Internship Program in the following areas:

	5=Strongly Agree	4=Agree	3=Neutral	2=Disagree	1=Strongly Disagree
	5	4	3	2	1
Work site – I feel our site has vocational opportunities for Interns	—	—	—	—	—
Supervision – Our staff is willing to provide needed instruction to Interns	—	—	—	—	—
Communication – I knew how to communicate with the school, if needed	—	—	—	—	—
Growth opportunity – We feel comfortable providing students with feedback on their strengths and areas of need	—	—	—	—	—
Mentorship – The Internship program is helpful in providing my business with a youth mentorship opportunity	—	—	—	—	—
General impression – This Internship has value for our local workforce	—	—	—	—	—

List any vocational skills needed or suggestions to improve the Senior Career Internship Program:

\_\_\_\_\_  
 \_\_\_\_\_

Any additional comments:

\_\_\_\_\_  
 \_\_\_\_\_

*Thank you so much for your involvement in the Senior Career Internship Program!!!*

Our students are required to do a student site assessment as part of their Final Project in this class.



## PRYOR PUBLIC SCHOOLS

### SENIOR CAREER INTERNSHIP PROGRAM

David Day, College & Career Coordinator  
[ddayrd@pryorpublicschools.org](mailto:ddayrd@pryorpublicschools.org)

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 Pryor, OK 74362

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### SENIOR CAREER INTERNSHIP Student Site Assessment

Intern's Name \_\_\_\_\_ Date \_\_\_\_\_

Business/Site \_\_\_\_\_ Supervisor \_\_\_\_\_

Area(s) of Career Interest \_\_\_\_\_

Based on your experience, rank the Internship Site in the following areas:

5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree

	5	4	3	2	1
Work site – I knew where to park, check-in, report, etc.	—	—	—	—	—
Supervision – I knew who I to go to when I had questions	—	—	—	—	—
Communication – I felt I could talk to the employer about this field	—	—	—	—	—
Interaction – Others at the site were appropriately interactive with me	—	—	—	—	—
Growth opportunity – The employer talked to me about what I did well and the things I needed to do to improve	—	—	—	—	—
Mentorship – The employer gave me advice on how to improve in the job/field	—	—	—	—	—
Independence – I feel I was encouraged to learn and work independently at this site	—	—	—	—	—
General impression – This Internship site helped me to know what I want or don't want to do as a career	—	—	—	—	—

Two things that made this a good Internship site are:

- \_\_\_\_\_
- \_\_\_\_\_

Two things that would have improved my experience at this site are:

- \_\_\_\_\_
- \_\_\_\_\_

# Student Experiences

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- **Kira Weaver – American Castings**
- **Nolan Davis – GRDA**
- **Kaitlin Reese – Summit Physical Therapy**
- **Cade Russell – Special District Judge Rebecca Gore**
- **Rya Felts – Rivercross Hospice**
- **MaKenzie Hill – Rivercross Hospice**



Kira Weaver

Pryor High School

Senior Career Internship Program

Feb 6, 2018

### Journal Entry #1

**Tell about your first week as an intern. Be specific about your initial experience. What made it easy? What made it difficult?**

My first week as an intern went great. The first few days I learned a lot about the company itself and how it runs and operates. I got to try a lot of new things that the people I'm working with get to do on a daily basis. I got to use their 3D scanner, which was hard at first but then got easy once I got the hang of it. I also got to write a report that they sent to Caterpillar, which was cool because my work was actually useful. I got to sit in on conference calls, which helped me learn about parts of engineering that may not be so fun. I got my own office and Brent and Kenny gave me my own project to complete. I really get to feel like the work I get to do isn't just busy work and I like that what I'm doing is actually a real contribution.





Nolan Davis  
Pryor High School  
Senior Career Internship Program  
February 9, 2018

### Journal Entry #1

Tell about your first week as an Intern. Be specific about your initial experience. What made it easy? What was difficult?

My first week as an intern was very interesting. I believe I will learn a lot here and that I believe I have already learned a lot in just the first week here at GRDA. The first day at GRDA I was introduced to Joe Fultz. Joe Fultz and everyone else at GRDA have been awesome. They are very smart people and they do their best to answer all my questions very thoroughly. During the first week I had the privilege of seeing some of the maps and charts they use at GRDA. Joe helped explain a lot of the symbols and even printed off a key with all the symbols that explained what each of them meant. It was difficult to remember all of the terms and symbols they used at first but by the end of the first week I understood what a lot of them meant and what they were used for. The people at GRDA are very passionate about what they do and it made it a little easier for me to learn because of that. Their interest in what they do was contagious and I was eager to learn.







Kaitlin Reese  
Pryor High School  
Senior Career Internship Program  
Feb 8, 2018

### Journal Entry #1

Tell about your first week as an Intern. Be specific about your initial experience. What made it easy? What was difficult?

During my first week of interning I have learned a lot. The first thing I do when I get there is check the pool, I have to check the levels and the temperature and write it down on the log. The next thing I do is check the bathrooms, I have to make sure it is clean and to see if it is stocked up on toilet paper, paper towels and soap. Everything we check we have to put it into the log because the company that owns it makes sure we are keeping everything in place and clean. The next thing I will do is check the laundry, almost every time we have to fold them and put them away but it's not hard. I have learned a lot about the machines that they use and how they work. Although I have already been there for my shoulder I knew most of the stuff there. I shadow the physical therapist and watch what they do and how they treat the patients. I help out with getting the hot packs and ice packs. I have learned how to check people in on the computers and do their foto's. I have learned how to scan stuff and put it into the computer. The people there are great, they have really taught me a lot in the short time I have been there. I am so grateful to have chosen Summit to do my internship and get to experience this!



Coach Day,

My high school internship has been an experience that has changed my life forever. From getting to meet new people in my community to learning more about a career path that interests me, this program has opened up new doorways that I never could have imagined.

My internship began in August whenever I made contact with the Special District Judge, Rebecca Gore, and asked if she would be willing to let me work at her office. After she agreed to let me work, I am now able to go to the Mayes County Courthouse everyday from 2:45–4:00. Upon arrival, Judge Gore explained my everyday duties and requirements to work in the office. My job requirements include pulling files for the upcoming dockets, annotating the cases for the court, attending court sessions that occur during my working period, and completing other tasks needed around the office.

Working at the courthouse has shown me the “behind the scenes” duties a law career entails. Prior to my internship, I had my doubts if becoming a lawyer was a feat I was wanted to accomplish, but after almost six months, working there has confirmed my career choice. This opportunity has allowed so many connections to be made and let me witness the successes of some great attorneys.


The internship has affected me in so many great ways. Being able to work with pillars in the community, establishing incredible references for my college applications, and allowing me to grow as a student and a citizen are just a few examples of the positive impact this experience has had on my life.

Sincerely,

Cade Russell





 **Sherry Cruce** <[scruce@rivercrosshospice.com](mailto:scruce@rivercrosshospice.com)>  
to me ▾

10/4/17 ☆



Mr. Day,  
I want to thank you for setting Rya and MaKensie with Rivercross Hospice! They are AMAZING ... there is not enough time in the day to tell you how great they are with our patients and as well as in the office.

They work in the office putting up medical supplies, shredding, filing and cleaning (which no one enjoys but they do it all with a smile and a great attitude). They go out with our social worker, chaplain and nurses to get a glimpse into what they do as well as go out with me to try and find new volunteers. They are best at visiting with our patients! They are very compassionate and loving. They not only sit and talk with the patients to give the patients company but they also polish nails and take the patients to "lunch" so they don't have to eat alone. If the world had more people like these two ladies it would be a much better place.

Thank you again for sending them our way and I pray they stay with us for life!

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**RIVERCROSS HOSPICE**  
SERVICES FOR THE MIND, BODY & SPIRIT™



# Panelist Contacts

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# Upcoming ICAP Webinars

- **Parent & Family Engagement**

- March 26<sup>th</sup>, 1:00-2:30 pm

- Panelists:** Geri Gilstrap, Superintendent (Stilwell) & Sonia Johnson, Executive Director Family & Community Engagement/21<sup>st</sup> CCLC (OSDE)

- [Register here](#)

# Support/Resources

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- OSDE Website Information, [Here](#)
- ICAP Newsletter Sign up [HERE](#) select "College & Career Readiness."
- Sign up for the 2018 – 2019 ICAP Pilot Study, [HERE](#)
- Career Advising Toolkit
- OSDE Staff
- OSDE Online Community Platform - <https://osde.nextthought.com/app/>
- OK Career Guide – Erica Harris [erica.harris@careertech.ok.gov](mailto:erica.harris@careertech.ok.gov)
- OK College Start – Theresa Shaklee [tshaklee@ocap.org](mailto:tshaklee@ocap.org)
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[Website](#) | [Facebook](#)

# OSDE Contacts

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